



Michigan Department of Health & Human Services

CHAMPS

Batch Upload Instructions

“Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time.”

-Provider Relations

MILogin for Third Party

Login to your account

User ID

Password

LOGIN

SIGN UP

[Forgot your User ID?](#)

[Forgot your password?](#)

[Need Help?](#)

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- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter <https://milogintp.Michigan.gov> into the search bar
- Enter your User ID and Password
- Click Login

MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

Home Page

 Your password will expire in **48** days

Access your applications by clicking on the application links below



Michigan Department of Health & Human Services (MDHHS)

CHAMPS 

- You will be directed to your MILogin Home Page
- Click the CHAMPS hyperlink

**MILogin resource links are listed at the bottom of the page*

Terms & Conditions

CHAMPS

Terms & Conditions

The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Michigan Department of Health & Human Services computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms,

CANCEL x **Acknowledge/Agree**

- Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS



→ Select Domain *

→ Select Profile *

Select Favorite

- Select the Billing NPI from the Domain dropdown
- Select the appropriate profile (for example full access, limited access etc.)
- Select a Favorite if one has previously been saved

The screenshot displays the CHAMPS Provider Portal. At the top, navigation tabs include 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. A dropdown menu for 'My Inbox' is open, listing several categories: 'MY INBOX', 'CHANGE PROFILE', 'ARCHIVED DOCUMENTS', 'HIPAA', and 'PROVIDER VERIFICATION'. Under the 'HIPAA' category, the 'Upload File' option is highlighted with a red arrow. The main content area shows a system outage notification: 'CHAMPS system will be down between 6:00 PM and 6:00 AM Sunday, December 11th, 2016. This will affect access for all functionality.' To the right, a calendar widget shows the date as Wednesday, May 3, 2017, at 10:32 AM. Below the notification is a 'My Reminders' section with a filter bar and a table with columns for Alert Type, Alert Message, Alert Date, Due Date, Read, and Completed. The table currently displays 'No Records Found!'.

- Click My Inbox tab
- Select the Upload File option

Close Upload



Please click on the Upload button to upload your file.

Please use below naming conventions for web upload files.

837 Fee For Service:

- 1) NPI.5475.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.5475.CCYMMDDhhmm

837 ENC:

- 1) NPI.5476.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.5476.CCYMMDDhhmm

270:

- 1) NPI.5414.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.5414.CCYMMDDhhmm

276:

- 1) NPI.4952.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.4952.CCYMMDDhhmm

278:

- 1) NPI.5386.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.5386.CCYMMDDhhmm

- Click upload
- Please take note of the proper naming convention for 837 Fee For Service file submissions

Close

Upload

Please click on the Upload button to upload your file.

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837 ENC:

- 1) NPI.5476.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.5476.CCYMMDDhhmm

270:

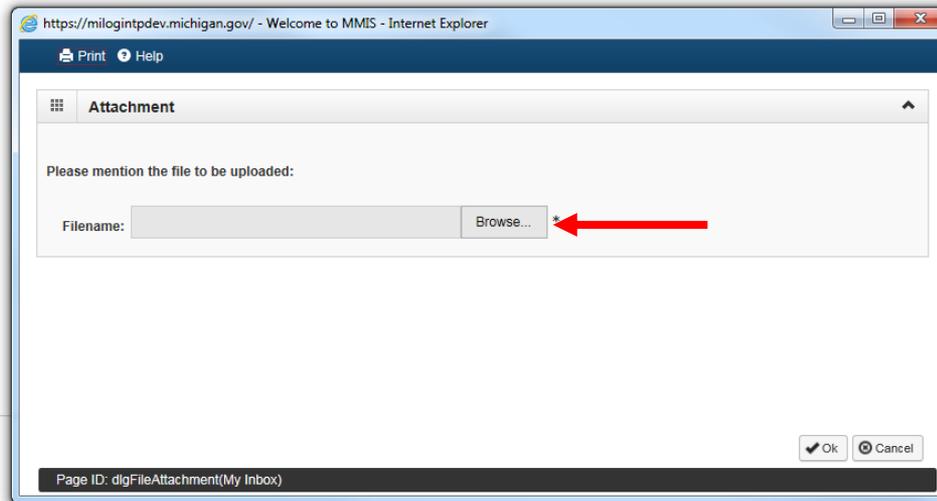
- 1) NPI.5414.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.5414.CCYMMDDhhmm

276:

- 1) NPI.4952.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.4952.CCYMMDDhhmm

278:

- 1) NPI.5386.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.5386.CCYMMDDhhmm



- Click browse to select the file (from it's stored location on your computer)

Close

Upload

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837 ENC:

- 1) NPI.5476.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.5476.CCYMMDDhhmm

270:

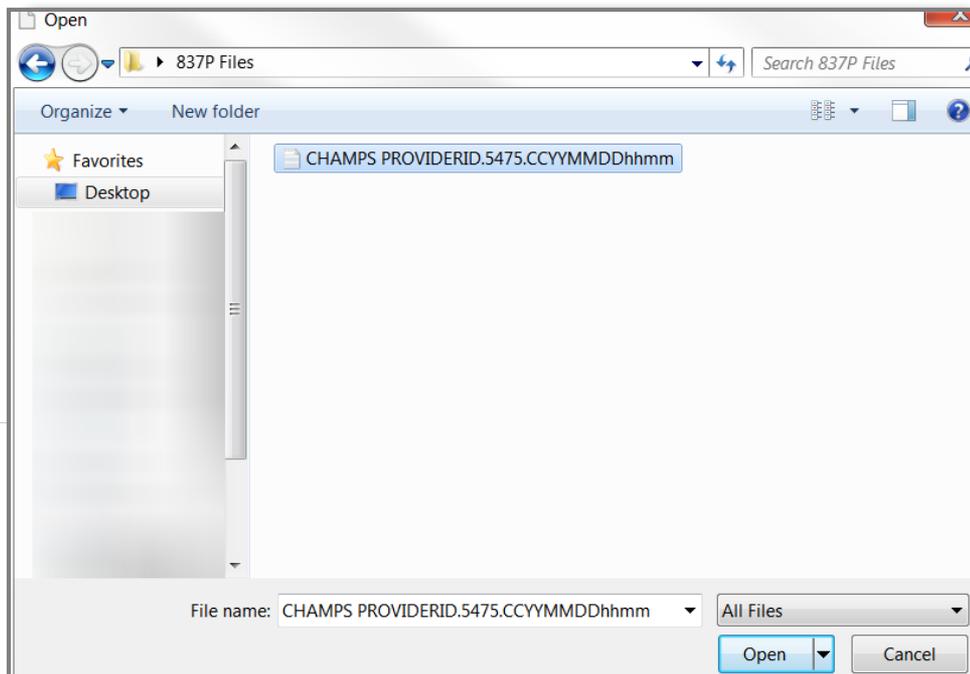
- 1) NPI.5414.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.5414.CCYMMDDhhmm

276:

- 1) NPI.4952.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.4952.CCYMMDDhhmm

278:

- 1) NPI.5386.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.5386.CCYMMDDhhmm



- Select the file
- Click open

Please click on the Upload button to upload your file.
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278:

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- 2) CHAMPS PROVIDERID.5386.CCYMMDDhhmm

https://milogintpdev.michigan.gov/ - Welcome to MMIS - Internet Explorer

Print Help

Attachment

Please mention the file to be uploaded:

Filename: C:\Users\Desktop\CHAMPS PROVIDERID.5475.CCY *

Page ID: dlgFileAttachment(My Inbox)

- Click ok to submit the file

CHAMPS < My Inbox ▾ Provider ▾ Claims ▾ Member ▾ PA ▾

Q Quick Find Note Pad External Links ▾ My Favorites ▾ Print Help

Provider Portal > Batch Attachment Response

Close Upload

Please click on the Upload button to upload your file.
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837 Fee For Service:

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278:

- 1) NPI.5386.CCYMMDDhhmm
- 2) CHAMPS PROVIDERID.5386.CCYMMDDhhmm

Upload File Response

Thank You

The following File has been successfully uploaded:

File Name :HIPAA. [REDACTED].20170426113714. [REDACTED].5475.201704261137.dat
Submitter ID : [REDACTED]
Date/Time :04-26-2017 11:38:20

Your file has been submitted for processing. You can retrieve the response(s) for this file by clicking on this link after 24-hours.

Please print this page for your reference.

- If the file is successfully uploaded you will see the response
 - Please note this it NOT your 999 acknowledgement response

Resources

- Trading Partner Resources
 - [Michigan Department of Health & Human Services- Trading Partners](#)
 - [HIPAA Companion Guides](#)
 - [Electronic Submission Manual](#)
- For electronic file submission and 835/ERA inquiries
 - automatedbilling@Michigan.gov
- For encounter file inquiries
 - MDHHSencounterData@Michigan.gov
- Provider Support (claim adjudication/reimbursement questions)
 - www.michigan.gov/medicaidproviders
 - ProviderSupport@Michigan.gov or 1-800-292-2550
- Medicaid Training Requests and scheduled virtual trainings
 - [Training Requests](#)